***Computer Maintenance Checklist***

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| **Weekly checklist** |
| [ ]  | Perform virus check |
| [ ]  | Update all virus definitions |
| [ ]  | Create backup of all important data |
| **Monthly Checklist** |
| [ ]  | Perform disk cleanup |
| [ ]  | Clean monitor |
| [ ]  | Clean keyboard |
| [ ]  | Clean mouse |
| [ ]  | Clean printer |
| **Three-month checklist** |
| [ ]  | Defrag all hard drives |
| [ ]  | Run scandisk |
| **Yearly checklist** |
| [ ]  | Clean inside of computer |